



Centre for Project Management (CPM)

www.centreforpm.co.ke

TRAINING PROGRAMS	Venue	NBI	MSA	NBI	MSA	NBI	MSA	NBI	MSA	NBI	MSA	MSA	KSM/NBI
		Dates											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
PROJECT MANAGEMENT													
PMP - Project Management Professional Certification	6 weeks	Every 6 weeks as scheduled on the website											
CAPM - Certified Associate Project Management Certification	4 weeks	Every 4 weeks as schedule on the website											
Computerized Project Management	2 weeks	07 – 18			08 – 19			08 – 19			07 – 18		
Design and Implementation of M & E Systems	2 weeks		04 – 15			06 – 17			05 – 16			04 – 15	
Effective Management of NGO's, CBO's	2 weeks			04 – 15			03 – 14			02 – 13			02 – 13
Grants Management	1 week	21 – 25			08 – 12			22 – 26			14 – 18		
Monitoring and Evaluation	4 Days		12 – 15			14 – 17			13 – 16			12 – 15	
Program Management	1 week			25 – 29			24 – 28			23 – 27			16 – 20
Participatory Project Planning And Management	2 weeks	14 – 25			15 – 26			15 – 26			14 – 25		
PM Softwares - Ms Project	2 Days		07 – 08			09 – 10			08 – 09			07 – 08	
Project Budgeting and Cost Control	3 weeks			04 – 22			03 – 21			02 – 20			02 – 20
Project Financing Skills	2 weeks	14 – 25			15 – 26			15 – 26			14 – 25		
Project Leadership & Governance	2 weeks		04 – 15			06 – 17			05 – 16			04 – 15	
Project Management Documentations	1 week			18 – 22			17 – 21			23 – 27			16 – 20
Project Management, Monitoring and Evaluation with Ms Project	4 Days	08 – 11			02 – 05			09 – 12			01 – 04		
Project Monitoring And Evaluation	2 weeks		11 – 22			13 – 24			12 – 23			11 – 22	
Project Planning, Design and Implementation	1 week			18 – 22			17 – 21			16 – 20			16 – 20
Project Proposal writing & fund raising techniques	2 weeks	07 – 18			01 – 12			08 – 19			07 – 18		
Research, Monitoring & Evaluation in Public Sector	2 weeks		11 – 22			13 – 24			12 – 23			11 – 22	
Result Based Performance Management (RBPM)	1 week			11 – 15			03 – 07			09 – 13			02 – 06
Tailormade PM Softwares	2 Days	Tailor made as per client											
BUSINESS, FINANCE, ACCOUNTING & BANKING MANAGEMENT													
Accounting for non-Profit Making Organizations	2 weeks	07 – 18			01 – 12			08 – 19			07 – 18		
Activity Based Budgeting	1 week		11 – 15			06 – 10			12 – 16			04 – 08	
Advanced Financial Analysis and Management	2 weeks			11 – 22			17 – 28			09 – 20			09 – 20
Auditing and Internal Control	2 weeks	14 – 25			15 – 26			15 – 26			14 – 25		
Auditing for Internal Auditors	1 week		11 – 15			06 – 10			12 – 16			04 – 08	
Budgeting And Budgetary Control	1 week			11 – 15			03 – 07			09 – 13			02 – 06
Business Planning And Continuity Management	1 week	14 – 18			15 – 19			15 – 19			14 – 18		
Cash Management and Bank Reconciliation for Accounting officers	2 weeks		04 – 15			06 – 17			05 – 16			04 – 15	
Computerized Financial Management	2 weeks			04 – 15			03 – 14			02 – 13			03 – 14
Computerized Program and Budget Analysis	2 weeks	14 – 25			15 – 26			15 – 26			14 – 25		
Credit Management and Risk Awareness	2 weeks		04 – 15			06 – 17			05 – 16			04 – 15	
Credit Management, Monitoring and Control	1 week			11 – 15			03 – 07			09 – 13			02 – 06
Finance and Budgetary Management	1 week	14 – 18			16 – 20			16 – 20			15 – 19		
Financial Analysis and Management	2 weeks		04 – 15			06 – 17			05 – 16			04 – 15	
Financial Management for Donor funded Projects	2 weeks			04 – 15			03 – 14			02 – 13			03 – 14
Financial Management for Project Accountants	2 weeks	07 – 18			01 – 12			08 – 19			07 – 18		
Financial Management in the Public Sector	2 weeks		11 – 22			13 – 24			12 – 23			11 – 22	
Financial Report Writing	3 Days			06 – 08			05 – 07			04 – 06			04 – 06
Fraud Detection and Prevention	1 week	07 – 11			08 – 12			08 – 12			07 – 11		
Logistics Management for NGOs	1 week		18 – 22			20 – 24			19 – 23			18 – 22	
Public Procurement	1 week			18 – 22			17 – 21			16 – 20			16 – 20
Donor Funded Procurement	1 week	07 – 11			08 – 12			08 – 12			07 – 11		
Macro-economics Analysis	2 weeks		04 – 15			06 – 17			05 – 16			04 – 15	
Revenue Collection Management	2 weeks			04 – 15			03 – 14			02 – 13			03 – 14
Value Chain Analysis and Development	1 week	07 – 11			08 – 12			08 – 12			07 – 11		
Value For Money	1 week		11 – 15			06 – 10			12 – 16			04 – 08	
HUMAN RESOURCE AND COMMUNICATION													
Effective Communication Skills	3 Days			27 – 29			26 – 28			25 – 27			18 – 20
Employee Relations and HR Management	2 weeks	07 – 18			01 – 12			08 – 19			07 – 18		
Executive Secretarial Course	2 weeks		11 – 22			13 – 24			12 – 23			11 – 22	
Labor Relations and Conflict Management	2 weeks			04 – 22			03 – 21			02 – 20			02 – 20
Office Administration & Business Methods	2 weeks	14 – 25			15 – 26			15 – 26			14 – 25		
Proposal Writing and Presentations	2 Days		07 – 08			02 – 03			08 – 09			07 – 08	
Public Relations and Customer Care	1 week			18 – 22			17 – 21			16 – 20			16 – 20
Records and Information Management (RAIM)	2 weeks	07 – 18			01 – 12			08 – 19			07 – 11		
Report Writing Skills	2 Days		21 – 22			30 – 31			22 – 23			28 – 29	
Training of Trainers (TOT)	2 Days			07 – 08			13 – 14			05 – 06			12 – 13
ENERGY AND ENVIRONMENT													
EIA - Environmental Impact Assessment	1 week	07 – 11			08 – 12			08 – 12			07 – 11		
Environmental Audit	1 week		18 – 22			20 – 24			19 – 23			18 – 22	

ENGINEERING AND TECHNICAL

Air-Conditioning & Mechanical Refrigeration Systems	1 week			18 – 22			17 – 21			16 – 20			16 – 20
Air System Design & Equipment Specification And Selection 1	1 week	14 – 18				15 – 19			15 – 19			14 – 18	
Boiler Systems	1 week		11 – 15				06 – 10			12 – 16			04 – 08
Automotive Engine Technology - Principle, Service And Diagnosis	1 week			18 – 22			17 – 21			16 – 20			16 – 20
Height Safely High Voltage Operation For Engineers	1 week	14 – 18				15 – 19			15 – 19			14 – 18	
Introduction To Pro/Engineer Wildfire 5.0 And Rapid Prototyping	1 week		11 – 15				06 – 10			12 – 16			04 – 08
Programmable Logic Control and Automation	1 week			18 – 22			17 – 21			16 – 20			16 – 20
Solar Photovoltaic (PV) Technology	1 week	21 – 25				22 – 26			22 – 26			21 – 25	
Air-Conditioning & Mechanical Refrigeration Systems	1 week		18 – 22				20 – 24			19 – 23			18 – 22
Tig Arc Welding	1 week			11 – 15			03 – 07			09 – 13			02 – 06

PUBLIC LEADERSHIP AND GOVERNANCE

Leadership and Governance Skills	4 Days	15 – 18				16 – 19			16 – 19			15 – 18	
Leadership and supervisory skills development	2 weeks		04 – 15				06 – 17			05 – 16			04 – 15
Policy Development and Strategic Management	2 weeks			11 – 22			17 – 28			09 – 20			09 – 20
Strategic Leadership & Change Management in the Public Sector	2 weeks	07 – 18				01 – 12			08 – 19			07 – 18	
Strategic Women Leadership Development Programme	2 weeks		11 – 22				13 – 24			12 – 23			11 – 22
Senior Management	1 week			18 – 22			17 – 21			23 – 27			16 – 20
Strategic Leadership Development	1 week	07 – 11				08 – 12			08 – 12			07 – 11	
Managing Public Health Projects	1 week		18 – 22				20 – 24			19 – 23			18 – 22
Performance Management	1 week			11 – 15			03 – 07			09 – 13			02 – 06
Management Skills for Excellence	1 week	07 – 11				08 – 12			08 – 12			07 – 11	
Management Advancement Program	1 week		18 – 22				20 – 24			26 – 30			25 – 29
Senior Executive Development	1 week			18 – 22			17 – 21			16 – 20			16 – 20
Management Development for Personal Assistants	2 week	14 – 25				15 – 26			15 – 26			14 – 25	
International Business Strategy	1 week		11 – 15				06 – 10			12 – 16			04 – 08
Strategy and Balance Scorecard Development	1 week			11 – 15			03 – 07			09 – 13			02 – 06
Strategy Leadership and Change Management	1 week	21 – 25				22 – 26			22 – 26			21 – 25	

PROCUREMENT AND LOGISTICS

Contract and Tender Management	4 Days		12 – 15				14 – 17			13 – 16			12 – 15
Effective Fleet Management	1 week			11 – 15			03 – 07			09 – 13			02 – 06
Logistics and Supply Chain Management	1 week	14 – 18				15 – 19			15 – 19			14 – 18	
Logistics Management for NGOs	1 week		18 – 22				20 – 24			26 – 30			25 – 29

IT / SOFTWARES

AutoCAD	1 week			11 – 15			03 – 07			09 – 13			02 – 06
Basic Computer	1 week	07 – 11				08 – 12			08 – 12			07 – 11	
Cloud Computing for Enterprises	1 week		18 – 22				20 – 24			26 – 30			25 – 29
Linux	1 week			11 – 15			03 – 07			09 – 13			02 – 06
Microsoft Excel	3 Days	23 – 25				24 – 26			24 – 26			23 – 25	
Ms Project for Project Manager	2 Days		07 – 08				09 – 10			08 – 09			07 – 08
Premavera P6 Fundamentals	3 Days			06 – 08			05 – 07			04 – 06			04 – 06
Revit Architecture Level 1	1 week	07 – 11				08 – 12			08 – 12			07 – 11	
Revit Architecture Level 2	1 week		18 – 22				20 – 24			26 – 30			25 – 29
Statar	1 week			18 – 22			17 – 21			23 – 27			16 – 20
Statistical Package for the Social Science (SPSS)	2 Days	24 – 25				25 – 26			25 – 26			24 – 25	

Email: info@centreforpm.co.ke | centreforpm@gmail.com

Tel: 0705 880255 | 0732 880255

Website: www.centreforpm.co.ke

TRAINER CERTIFICATIONS

